



<p><b>Subject:</b> Partial revision to the Estates Procurement Manual – Procurement of Estate and Building Service Maintenance.</p>	<p><b>Circular Reference:</b> HSC(F) 50-2015</p> <p><b>TRIM REF:</b> DH1/15/282811</p> <p><b>Date of Issue:</b> 21 October 2015</p>
<p><b>For Action by:</b> Chief executives of DHSSPS Arm's Length Bodies</p> <p><b>For Information to:</b> Finance directors of the above, heads of CoPEs, heads of Estates, Departmental finance director</p> <p><b>Summary:</b> CPD-HP have made a partial revision to the Estates Procurement Manual –Version 6 of the manual has been issued to update Section 5 of the manual which deals with procurement of Estate and Building Service Maintenance.</p> <p><b>Enquiries:</b> Any enquiries about the origins of this Circular should be addressed to:</p> <p>Pat McCarney DHSSPS Procurement Policy Unit D3.16, Castle Buildings Stormont BELFAST BT4 3SQ</p> <p>Tel: (028) 9076 5625 <a href="mailto:pat.mccarney@dhsspsni.gov.uk">pat.mccarney@dhsspsni.gov.uk</a></p>	<p><b>Related documents:</b></p> <p><b>Superseded Documents:</b> Version 5 of the Estates Procurement manual issued 26 June 2013.</p> <p><b>Expiry Date:</b></p> <p><b>Status of Contents:</b></p> <p><b>Implementation:</b> immediate</p>

## **ESTATES PROCUREMENT MANUAL**

### **Background**

A review of guidance on procurement of Estate and Building Service Maintenance was recently undertaken by Central Procurement Directorate – Health Projects (CPD – HP) to align it with CPD guidance. Guidance on this topic is given at Section 5 of the Estates Procurement Manual. The review has now been completed and the outcome is reflected in a revised Section 5. This version of the Estates Procurement Manual, Version six, which incorporates the relevant revisions, supersedes Version 5 issued in June 2013.

### **Guidance Status**

Departments, their agencies, NDPBs and Public Corporations are required to comply with Northern Ireland Public Procurement Policy (NIPPP). Version 6 of the Estates Procurement Manual complies with NIPPP. Consequently all DHSSPS ALBs are required to ensure full compliance with the updated Manual which issued on 21 October 2015. A link to this guidance on the DHSSPS website is below:

<http://www.dhsspsni.gov.uk/index/hea/hea-procurement.htm>

The Estates Procurement Manual does not apply to activities under the CoPE oversight of BSO PaLS.

### **Further Guidance**

Other sections of the Estates Procurement Manual as previously issued remain unchanged. However CPD – HP are also currently reviewing and updating the manual as whole (e.g. removing references to HEIG) and a fully updated Version 7 of the manual should follow the review.

### **Enquiries**

If there are any enquires please contact me on landline at (028)9076 5625 or by e-mail [pat.mccarney@dhsspsni.gov.uk](mailto:pat.mccarney@dhsspsni.gov.uk) .

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